


Name of Policy:	Radiation Protection and Monitoring of Employees	 Effective Date: 5/1/2016 Initial Effective Date: 10/1980
Policy Number:	3364-134-40	
Department:	Radiation Oncology	
Approving Officer:	Chief Operating Officer	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

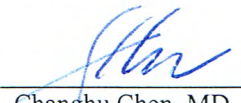


All personnel working with or around sources of ionizing radiation shall wear monitoring devices approved by Radiation Safety. Each individual assigned radiation monitoring dosimeters shall wear only that assigned to him/her.

(B) Purpose of Policy

To document and record any radiation exposure accumulated during working hours.

(C) Procedure

1. Maintain time, distance, and shielding at all times
2. An interlocking system for access doors to each radiotherapy room will be functioning at all times. This shuts the machine off if doors are opened during actual beam-on time.
3. To initiate dosimeter service for any individual contact Radiation Safety, ext. 4301.
4. Wear whole body dosimeter at chest or waist and ring TLD on the hand that receives the most radiation. A ring monitoring device will be worn by all personnel working with any type of radioactive substance for therapeutic purposes.
5. Keep dosimeters in a controlled area when not in use. Do not remove dosimeters from the University of Toledo Medical Center premises.
6. New dosimeters shall be distributed during the first three days of each month. All dosimeter and ring badge reports along with full body exposure counts will be kept on file by the Radiation Safety Office.
7. Used dosimeters shall be collected during the first seven days of every month.
8. If a dosimeter is lost or suspected of being contaminated, Radiation Safety will be notified by calling extension 4301.

Approved by:  _____ Changhu Chen, MD Professor & Chairman, Radiation Oncology	Review/Revision Date: 10/1981 2/1995 1982 1996 1983 3/1997 1984 4/1999 1985 3/2002 1986 1/2007 1987 4/22/2010 1988 7/1/2013 1989 5/1/2016 2/1990 11/1992 9/1993
 4/18/2016 _____ Daniel Barbee, RN, BSN, MBA Chief Operating Officer	Date
 4/18/2016 _____ Michelle Giovanoli	Date
<i>Review/Revision Completed By:</i> Michelle Giovanoli	
Next Review Date: 5/1/2019	
Policies Superseded by This Policy: 38-40. 3364-134-41	